



**Department of Energy**  
Washington, DC 20585

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**MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS**

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**SUBJECT:** SAFETY PERFORMANCE STANDARDS FOR  
ALL FEDERAL EMPLOYEES

In an effort to emphasize the need for and ensure a safe work environment, the Secretary announced in a memorandum dated March 31, 2006, a plan to establish safety performance standards for all Department of Energy federal employees. Over the last several months, representatives from across the Department have worked with the Office of Human Capital Management to develop the Department's first safety performance element and standards.

Effective immediately, the attached appropriate generic critical performance element and standards should be included in the annual performance plan of all Federal employees. Please ensure that all implementation and impact concerns are addressed in the implementation of these standards for your bargaining unit employees. The Headquarters Labor and Employee Relations Team will handle this for all headquarters bargaining unit positions.

The generic performance element and standards have been written as minimum standards and may be supplemented as appropriate within your organization. The performance rating for this element will be based on observable performance during the rating period and shall be rated as either "Met" or "Not Met." The performance standards for the element have been written at the Met level.

Thank you for your commitment and assistance in ensuring that employee performance plans reflect this new requirement. If your staff has any concerns please ask them to contact Napoleon S. Avery at 202/586-7138 or Gloria Snowden at 202/586-2167 on my staff.

Attachment



## **Department of Energy Performance Management Generic Safety Standards**

### **1. Generic Standard for SES Line Managers**

**Key objectives:** Eliminate workplace accidents, injuries, illnesses, and unplanned releases to the environment and strengthen regulatory enforcement actions.

#### **Proposed Executive Effectiveness and Efficiency Measures**

- Effectively utilizes contract mechanisms, performance objectives, individual and organizational performance evaluations, oversight processes, and issues management systems to:
  - ensure compliance with all applicable environment, safety and health (ES&H) requirements, and
  - promote continuous improvement in ES&H performance.
- Goals and measures are established and effectively utilized to monitor and improve federal and contractor ES&H performance in accordance with Department Policy 450.7 and contract provisions, respectively.
- Establish and effectively implement management systems and processes to ensure subordinates understand their ES&H responsibilities and are held accountable for compliance and effective performance of ES&H objectives.

#### **Executive Targets**

- Develop and implement an integrated plan to achieve substantial improvement in ES&H performance for Safety that promote a decline in occupational exposures, accidents and workplace injuries, releases to the environment, and ES&H violations. The plan is not limited to, but should include and address the following:
  1. Systematic approach to workplace safety and health that integrates ES&H management and work practices at all levels within the Department so that missions are accomplished while protecting workers, the public, and the environment, and while increasing the employer and workers' awareness of, commitment to, and involvement in behaviors that promote safety and health.
  2. Strategies to measure, monitor, and periodically report on the effectiveness of Integrated Safety Management System (including the FEOSH program) implementation and its effectiveness to improve workplace safety and health, and to secure public confidence through excellence in the development and delivery of DOE programs and services.

3. Established plan to meet all of the annual corporate wide and organization specific ES&H goals in such areas as:
- Injury and Illness Prevention – Reduce the number of accidents and injuries, with a goal of elimination.  
Potential measures of progress towards reduction could include:
    - number of serious injuries/industrial hygiene exposures
    - number of near misses
    - number and severity of violations of hazardous energy programs
    - TRC performance
    - DART performance
  - Occupational Exposures – Effectively manage occupational (external and internal) radiation doses from functional operations to assure that doses are kept to as low as reasonably achievable. Potential measures of progress towards this goal could include:
    - number and severity of radiation exposures
    - number and severity of radiological control violations
  - Environmental Releases – Reduce environmental releases throughout the Department. Potential measures of progress towards this goal could include:
    - number and severity of transportation events
    - number and severity of offsite/onsite loss of control of radioactive and/or hazardous material
    - number and severity of NOVs
    - number and severity of events related to excessed equipment
  - Facility and Nuclear Safety – Maintain a low occurrence of worker safety and health, nuclear safety, and environmental violations. Potential measures of progress towards this goal could include:
    - number and severity of worker safety and health violations
    - number and severity of TSR violations
    - number and severity of AB violations
    - number of Potentially Inadequate Safety Analysis (PISA)s
    - number and severity of criticality control issues
    - number and severity of inadvertent transfers of nuclear material
  - ES&H Performance Corrective Action Effectiveness – Implement corrective actions to address significant ES&H performance issues and negative trends which are taken in a timely manner, completed in accordance with approved schedules, and are effective in preventing recurrences. Corrective Action Effectiveness (part of Corrective Action Management) is a central part of the DOE's push to establishing a quality culture. The Secretary has already initiated this through a DOE-wide phased quality improvement initiative that begins with assessing the Quality Assurance Programs (QAP) s of all HQ, Field and Contractor

elements (per DOE O 414.1C. Potential measures of progress towards this goal could include:

- Secretarial Office (SO) HQ and Field Office QAPs developed and approved per DOE Order 414.1C
  - implementation procedures written and approved for implementation
- Established performance goals and measures that are effectively utilized to monitor and improve federal and contractor ES&H performance in accordance with Department Policy 450.7 and contract provisions, respectively.
  - 1. ES&H performance is systematically evaluated against established goals, and appropriate actions are taken in a timely manner to address negative trends and significant performance deficiencies.
  - 2. Corrective actions are completed in accordance with approved schedules and organizational safety strategies to prevent recurrences.

## **2. Generic Standard for Line Managers Who Execute Safety Responsibilities**

**Sub-Element:** Eliminate workplace accidents, injuries, illnesses, unplanned releases to the environment and strengthen regulatory enforcement actions.

**Proposed meets expectations performance standard level:**

- Implements functional plan to improve federal and contractor ES&H performance.
- Ensures appropriate performance measures and goals are established and are effectively utilized within the functional unit to monitor federal and contractor ES&H performance in accordance with Department Policy 450.7 and contract provisions, respectively.
- Ensures adequate performance data is collected and analyzed within the functional unit to identify deficiencies and weak safety performance areas before the occurrence of serious mishaps.
- Ensures ES&H performance is systematically evaluated against established goals and appropriate actions are taken in a timely manner to address negative trends and significant performance deficiencies. Corrective actions are completed in accordance with approved schedules and organizational safety strategies to prevent recurrences.
- Ensures processes have been established and effectively implemented to assure federal and contractor staff understand their ES&H responsibilities and are held accountable for compliance and effective performance of ES&H expectations.
- Encourages prompt identification and investigation of unsafe or unhealthy working conditions and prevents harassment, intimidation, retaliation or discrimination toward individuals who report such conditions.

### **3. Generic Standard for all other SES or manager in support positions.**

**Sub-Element:** Supports line managers in conducting ES&H responsibilities, as applicable, to ensure a safe and healthy environment for DOE federal and contractual workforces.

- Supports the implementation of a functional plan by line support managers to improve the ES&H performance of federal and contract employees, as applicable.
- Identifies and provides training and developmental opportunities to assure the staff is knowledgeable of safety responsibilities, workplace hazards and controls, emergency response procedures, and the Headquarters FEOSH Program, as required or appropriate.
- Ensures the staff complies with the Headquarters FEOSH program, safety and health requirements and occupant emergency plan.
- Encourages the identification and reporting of unsafe or unhealthy working conditions and prevents harassment, intimidation, retaliation, or discrimination towards individuals who report such conditions.
- Supports investigations of accidents and the implementation of actions to prevent recurrences.
- Addresses employee reports of alleged unsafe conditions with assistance from the Headquarters Occupational Safety and Health Manager, as appropriate.

### **4. Performance Element for Federal Employees**

**One Sentence summary statement:**

Supports departmental safety and health objectives.

**Tasks, Objectives, and/or Activities Related to Element:**

**Task 1:** Adheres to safety and health requirements and follows established safety procedures.

**Task 2:** Reports unsafe and unhealthy working conditions to supervisors, directors, occupational safety and health managers, the Headquarters occupational safety and health manager, or the designated safety and health official.

**Task 3:** Maintains cognizance with emergency response procedures and adheres to procedures during exercises, drills, and emergency situations.

**Task 4:** Maintains currency in required safety training.